



BCP FuturePlaces Board Meeting

29th September 2022

Agenda

Item		Lead	Format
1.	Welcome	Chair	Verbal
2.	Notice and Quorum	Chair	Verbal
3.	Register of Interests	Chair	Paper
4.	Minutes of the meeting held on 18.07.22 and Action Log	Chair	Paper
5.	Governance Documents	CB	Paper
6.	Finance	CB	Paper
7.	Risk Register	CB	Paper
8.	Human Resources	CB	Paper
9.	Marketing and Communications	GM	Paper
10.	Project-Specific Items for Board Attention	GM	Paper
11.	Any Other Business	Chair	Paper
12.	Date of next meeting: 09.07.2022	Chair	Verbal

Present:

Councillor Philip Broadhead (PB), Chair

Councillor Drew Mellor (DM), Director

Gail Mayhew (GM), Director

Craig Beevers (CB), Director

In Attendance:

Lord Kerslake – Incoming Director

Graham Farrant (GF), CEO BCP Council

Shareholder Representative

Adam Richens (AM), Head of Financial Services

Sarah Longthorpe (SL), Director of Regeneration

Susan Zeiss (SZ), Director of Law and Governance

Rebecca Lawry (RL), Company Secretary



Item 4 : Draft Minutes of the Meeting held on 18.07.2022 and Action Log

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BCP FUTUREPLACES LIMITED – Company number 13465045

BOARD MEETING - Minutes

MONDAY 18 JULY 2022 AT 14:00 ON MS TEAMS

Present:

Councillor Philip Broadhead (PB), Chair

Gail Mayhew (GM), Director

Craig Beevers (CB), Director

In Attendance:

Graham Farrant (GF), CEO, BCP Council & Council Representative

Sarah Longthorpe (SL), Director of Regeneration

Susan Zeiss (SZ), Director of Law and Governance

Rebecca Lawry (RL), Company Secretary

Apologies:

Councillor Drew Mellor (DM), Director

Adam Richens (AR), Head of Financial Services

1. Welcome, Quorum and Apologies

- 1.1. PB welcomed everyone to the meeting and confirmed, noting the apologies provided, that the meeting was quorate.

2. Directors' Register of Interests

- 2.1. The Directors noted the Register of Interests and no further interests were declared for the matters on the agenda.

3. Minutes of the last meeting held on 12.05.22 and Action Log

- 3.1. The minutes of the meeting held on 12th May 2022 were approved for signing by the Chair.
- 3.2. All actions were updated on the log or approved for closure.

4. Governance Documents

- 4.1. The Board members discussed the ongoing work to finalise the governance documents, noting that the future provision of legal and procurement services required further attention. The Directors noted that the commissioning contract, resource agreement and service level agreements remained in draft and would require approval at a future meeting.

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5. Finance

- 5.1. CB presented the finance report and confirmed that there were no items requiring Board approval at this time. The Board members took assurance from the report that the company finances were in order.

6. Risk Register

- 6.1. CB presented the risk register and highlighted the changes in risk profile of some risks and the measures being taken to mitigate these:
 - 6.1.1. Legal turnaround times – appropriate model for provision of services remained under discussion.
 - 6.1.2. New revenue model – new facility had been approved and would continue to be carefully monitored.
 - 6.1.3. Green issues – of growing importance and would be addressed through ESG standards.
 - 6.1.4. PWLB in the context of regeneration – PWLB workstream lawyer identified to potentially undertake this work. Funding issue had been resolved.
- 6.2. PB suggested and the Board agreed that Company reputational risk be added to the risk register.

Action: Add Company reputational risk to the risk register

7. Human Resources

- 7.1. GM presented the HR report, updated the Board on key hires, and also explained that a junior project support officer would be required to ensure the current team could be as effective and efficient as possible.
- 7.2. GM provided the Board with an update on the Chair and NED recruitment, confirming that interviews for the Chair position would take place in the coming week. In response to a request from PB (Chair), it was agreed that the preferred candidate would be provided with an opportunity to meet with the Leader of the Opposition.

Action: Preferred candidate for the Chair position to be provided with an opportunity to meet with the leader of the opposition.

- 7.3. The Board members agreed that bonus payment discussions would require postponement pending the appointment of the Chair and NEDs.

8. Premises

- 8.1. CB confirmed that new Company premises had been secured and that work would shortly commence to fit out the space to suit the needs of the Company and its employees. CB confirmed that the main adaptations were within budget, and that all additional works required had been listed within the report.
- 8.2. After due consideration, the Board agreed the premises and the additional works required to fit out the space to the specifications required.

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9. Marketing and Communications

- 9.1. CB presented the report, highlighting:
 - 9.1.1. BCP region as Quality of Life Capital on the South Coast had been established and tested.
 - 9.1.2. Stakeholder engagement on Holes Bay continued.
 - 9.1.3. Positive press launch of the scheme for Poole's promenade.
 - 9.1.4. Bournemouth Airshow would be used to showcase FuturePlaces sites to potential investors and partners.

10. Procurement

- 10.1. The Board noted that the permanent Procurement Manager would commence in post on 1st August. It was anticipated that after an initial handover with the interim, work would continue on the handover from the BCP Procurement team, and there would be consideration of framework options for the future.

11. Project-Specific Items

- 11.1. The Board members noted that all items were for information and no Board approval had been sought.

12. Any Other Business

- 12.1. The Board discussed Homes England and the potential models available for their involvement with the Company's Stewardship plans going forward.
- 12.2. The Board noted the Member forum Terms of Reference included in the pack for information. The Group would be established in response to a request from the Council's Overview and Scrutiny Committee and would be for the purpose of engagement rather than a decision-making body.
- 12.3. There being no further business the Chair closed the meeting.

..... Chair